



PERSONNEL RULES AND REGULATIONS

RULE 12: <i>Types of Leave</i>	APPROVED: REVISED:
REGULATION 9: <i>Special Leaves</i>	Pages: 1 of 2

Section 1: Introduction

The Regulation communicates provisions for the extension of Special Leaves to tenured employees.

Section 2: Emergency Leave

In the event an emergency as declared by the County Board through proclamation or resolution (such as inclement weather) where an employee is instructed not to report for work, employees shall be paid in accordance with such proclamation, Personnel Policy Bulletin, or resolution. Provisions may be made whereby attendance of essential or necessary employees is required. Please refer to the Personnel Policy Bulletin (available on the Sarpy County Human Resources webpage) for further details. .

Section 3: Unpaid Leave

In extraordinary circumstances, Unpaid Leave may be granted by the Department Head under the following conditions:

- A. Employees may apply for a leave of absence for personal or non-FMLA medical reasons of not more than 30 calendar days.
- B. All applicable Holiday, accrued paid leave, and/or Compensatory Time shall be exhausted.
- C. Requests must be made as far in advance as practicable, prepared in writing, and presented to the Department Head prior to the commencement of the Unpaid Leave.
- D. In those instances involving non-FMLA Leave, employees shall submit medical documentation which indicates the reason for the Unpaid Leave and the length of time expected to be absent. If there is reason to doubt the validity of the request, employees may sign a *Health Insurance Portability and Accountability Act (HIPAA) Release Form* in an effort to continue the approval process. This form permits the Human Resources Department to contact the health care provider for additional details.
- E. Leave shall be granted to those employees who have shown by their record of service or by other evidence to be of value to the County and whose service is desirable to retain.
- F. Leave will not be granted to allow employees to take a job with another employer or to venture into business for themselves.



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- G. If Unpaid Leave is approved, the employment status will be designated as inactive.
- H. Employees returning from a non-FMLA medical leave will be required to present a release to return to work note prepared by their health care provider. Refer to *Rule 12: Types of Leave, Regulation 3: Sick Leave* for guidance.
- I. Failure on the part of an employee on Unpaid Leave to report promptly upon its expiration, without good cause, shall be considered to have resigned.
- J. The County will attempt to hold the job open during an Unpaid Leave. However, the County retains the right to fill the job should it become necessary. This determination is made at the discretion of the Department.
- K. If it is decided that the job needs to be filled, the Department Head shall notify the employee in writing and provide the employee an opportunity to return early.
- L. Employees shall not accrue Sick or Vacation Leave nor shall they be paid for any Holidays.
- M. Upon return, employees' pay rate will be that of the step occupied at the time the Unpaid Leave commenced.

Section 4: Acceptance of an Appointment in the Unclassified Service

- A. A leave of absence without pay shall be granted to employees who accept appointment to a job in the unclassified service. Once in the unclassified service, employees shall not receive the benefits and/or rights of the classified service.
- B. An *Employee Action Form* shall be completed by the Human Resources Department identifying all changes in status.
- C. Employees shall be returned to a comparable position to that formerly held in the classified service at any time and will have their pay rate established in accordance with *Rule 11: Compensation Plan, Regulation 1: Administration, Section 4*.